

# **ADMINISTRATIVE ASSISTANT**

## **SUMMARY DESCRIPTION:**

Under general direction, performs highly responsible and complex secretarial work requiring the frequent utilization of independent judgment in applying established Nevada Interscholastic Activities Association Policies and Procedures, while maintaining designed clerical functions, activities and related work as required.

## **DISTINGUISHING CHARACTERISTICS:**

The duties and responsibilities require the incumbent to process information that is highly sensitive and confidential and requires coordination of secretarial function and communications for 104 NIAA member schools, school superintendents, Board of Control and the Legislative Counsel Bureau.

## **EXEMPLARY DUTIES AND RESPONSIBILITY:**

Performs a variety of complex secretarial clerical administrative responsibilities of the office; may supervise and / or make assignments to subordinate clerical staff; prepare, process or arrange to include but not limited to: NIAA Board of Control meetings, board meeting agenda, notice of public meetings, meeting facilities, food and beverage, travel arrangements, board packets, meeting minutes and distribution; Assists with organizing the "Top Ten Student Athlete" banquet in southern and northern Nevada. Refer inquiries to the appropriate staff member. Review forms, reports, files or other documents representative of the NIAA for accuracy, completeness and resolve errors and omissions; May independently prepare replies and follow up to routine correspondence; Maintains calendar and schedule for appointments, meetings and conferences for the Executive Director. This position specification should not be construed to imply that these requirements are the exclusive standards of the position. The selected candidate will need to perform any other related duties as required by the Executive Director

## **EDUCATION:**

A high school diploma; minimum of two (2) years post high school formal education with supplemental course work in secretarial science, business or accounting.

**EXPERIENCE:**

A minimum of 3-5 years of successful evaluated and documented administrative secretarial experience that required a variety of difficult complex responsibilities to include but not limited to: knowledge of modern office application (i.e.) basic computer operations, working cooperatively with people and public, taking and transcribing dictation, maintaining an effective filing system electronically and hard copy, developing and applying procedures for planning, setting priorities, organizing work effectively.

**THE ADMINISTRATIVE SALARY:**

The administrative salary schedule is based on the Clark County School District Principal Secretary Salary Index Range 51

<b>INDEX</b>	<b>HOURLY</b>	<b>ANNUALLY</b>
51- E2	\$20.80	\$43,264.00
51 – F1	\$21.30	\$44,304.00
51 – F2	\$22.71	\$47,236.80
51 - G1	\$23.73	\$49,358.40

All letters of interest and resumes must be submitted to the NIAA Executive Director, Eddie Bonine on or before Friday, May 23, 2008. The Letter of Interest and resume must be submitted electronically to [ebonine@niaa.com](mailto:ebonine@niaa.com). Hard copy documents **will not** be accepted.

Interviews are tentatively scheduled for June 6, 2008, times to be determined.